



SPECIAL LAND USE

Permit Process and Program Documents

Abstract

Developed to ensure our program documents are continually updated and congruent with expectations.



Robert C. Vautaw, MPA
vautawr@cityoflakecity.com



Program Background & Instructions:

- ✓ Special land uses of land which require individual review and restrictions to ensure compatibility with the surrounding area, public services and facilities and adjacent land uses.
 - ✓ Applications for special land use permits shall be submitted to the Zoning administrator at the City Office.
 - ✓ Each application shall be accompanied by the payment of a fee.
 - ✓ An application for a special land use permit shall include a site plan as specified in Section 152.157 of the Zoning Ordinance.
 - ✓ It is your responsibility to ensure that the application is complete, and an incomplete application may take an additional month of review.
 - ✓ The application will be forwarded to the Planning Commission for a Public Hearing.
 - ✓ Planning Commission Meetings are held on the fourth (4th) Monday of every month.
 - ✓ A notice of the Public Hearing must be published between 5 and 15 days before the Public Hearing. As a rule, the Zoning Administrator must receive your application *at least* two weeks prior to the Planning Commission meeting.
 - ✓ You will receive a notice of the Public Hearing in the mail, and you are expected to attend the meeting.
 - ✓ It is your responsibility to review the appropriate sections of the Zoning Ordinance, including Article 152.120, 152.121, 152.122, 152.123.
 - ✓ Must have a completed survey of property.
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Checklist:

- Application through Zoning Administrator
- Payment of \$140.00 Fee
- Completed application
- Complete site plan (Article 152.155)
- Notice of Hearing published 5-15 days before public hearing
- Notice of Hearing delivered to occupants within 300 feet between 5-15 days before Public Hearing
- Hold Public Hearing
- Planning Commission will take final action within 30 days of Public Hearing
 - Permit signed by Chair of the Planning Commission
 - Include conditions of approval (optional)
 - Include statement of conclusions/findings



Special Land Use Application – Page 2 of 3

Applicant/Property Information

Date: _____

Applicant's Name: _____

Applicant's Address: _____

Phone Number: _____

E-Mail Address: _____

Property Address: _____

Parcel Number: 57- _____

Acreage: _____ Zoning District: _____

Legal Description attached Yes No

Site Plan Attached: Yes No

All information required in Article 152.120, 152.121, 152.122, 152.123 Yes No

Description of Variance Requested:

Applicant's Signature/Date: _____

- Approved/Denied by Planning Commission on:
- Fee Paid - \$140.00 - includes public Hearing and Mailing Notice
- *Attach minutes of meeting containing the statement of conclusions for the Special Land use decision.*
- Secretary of Planning Commission signature
- Zoning Administrator Signature



Special Land Use Application – Page 3 of 3

Property Address:

Parcel Number:

Acreage:

Zoning District:

Legal Description Attached Yes No

Site Plan Attached Yes No

All information; as required in Article 152.120, 152.121, 152.122, 152.123. Yes No

Description of Variance Requested:

Approved by the Planning Commission Yes No

Denied by Planning Commission Yes No

Fee paid (\$140.00 - includes Public Hearing and Mailing Notice) Yes No

*Attach minutes of meeting containing the statement of conclusions for the Special Land use decision.

Secretary of Planning Commission, Signature/Date: _____

Zoning Administrator, Signature/Date: _____



Variance Determination Sheet

Name of Applicant (First, Last):

Address/Parcel #:

Date of Public Hearing:

Date of Decision:

Plausible decision factors will likely include:

- A. Can the land be reasonably used in conformance with the Zoning Ordinance?
- B. Was the hardship self-imposed or an economic hardship?
- C. Do unique circumstances exist on the property or in the area?
- D. Is the variance a non-use variance?
- E. IF a variance is granted, would it:
 - 1. change the essential character of the area?
 - 2. conform with the city's land use plan?
 - 3. conform with intent and purpose of the Zoning Ordinance?
- F. Are all conditions imposed by the board reasonable and necessary to implement the Zoning Ordinance and to protect the health, safety, and welfare of the community?

Decision:

Conditions Imposed, if any:

Rationale for Decision:
